

Arizona Garrison Training Centers Standard Operating Procedures (SOP)

**Headquarters, Training sites
1 Hughes Avenue
Bellemont, Arizona 86015-6123
19 April 2011**

**ARIZONA ARMY NATIONAL GUARD
HEADQUARTERS TRAINING SITES
1 HUGHES AVENUE
BELLEMONT, ARIZONA 86015-5000**

REPLY TO THE
ATTENTION OF:

19 April 2011

AZIA-GC-TRAINING SITES

MEMORANDUM FOR: All users of the Arizona Garrison Training Centers

SUBJECT: Arizona Garrison Training Centers Standard Operating Procedure (SOP)

1. Purpose. To provide the mission essential policies, procedures and directives to ensure and facilitate the successful training of units at Arizona's Training Sites.
2. Scope. This SOP and all appendices apply to all military units, civilian organizations, and personnel assigned, attached, visiting or OPCON to Arizona Garrison Training Centers.
3. Responsibilities. The principal proponent of this SOP is the Arizona Garrison Training Center's Commander. All units are invited to periodically review this SOP and submit suggested revisions through the Garrison Commander, Arizona Garrison Training Centers.

DALE E. OLDHAM
LTC, LG, AZ ARNG
Garrison Commander

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STANDARD OPERATING PROCEDURE (SOP)
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SECTION 1 - MISSION STATEMENT

1. Mission.

- a. To operate Arizona Garrison Training Centers which provides installation support services for enhancing the combat readiness of the Arizona Army National Guard (AZARNG) as well as other Department of Defense (DOD) personnel and units training at the installation by providing realistic and modern facilities and operational support capabilities in a high altitude and desert training environment.
- b. To provide facilities and support services for a state-operated Mobilization Site, Regional Training Center, Reserve Component Training Facility, and tenant activities.
- c. Additional missions include:
 - (1) Scheduling, coordinating, improving, and maintaining facilities, ranges, and maneuver areas.
 - (2) Providing morale, welfare, and recreational support.

SECTION 2 – ARIZONA GARRISON TRAINING CENTERS’S PHONE ROSTER

HQ Operations NCO	928-773-3158	Cell 928-607-5749
HQ RFMSS Help Desk	602-267-2063	
HQ Budget Analyst	602-629-4026	
HQ PBO	928-773-3294	
CN Training Site Manager	928-773-3295	
CN Range Control / Scheduling	928-773-3155	
CN Billeting	928-773-3152	
FTS Range Control / Scheduling	602-267-2060	
FTS Operations Officer	602-267-2067	
FTS Operations NCO	602-267-2062	
Maps/Environmental Coordinator	602-267-2301	
EN Plans and Development Off.	602-629-4137	

SECTION 3 FACILITIES

1. General.

All ranges and training areas are requested using Range Facility Management Support System or AZ ARNG Form 350-6-R to Range Operations. Units using these areas are required to check-in and check-out with Range Control. All ranges at Arizona Garrison Training Center will be scheduled by the Range Control Scheduler. The AZ Garrison Training Centers will coordinate all support at the installation level (i.e. target stands, range flags, etc.). Units requesting use of the ranges will adhere to the general procedures outlined in JFHQ-AZ Circular 350-6-9 and the Firing Range Standing Operating Procedures.

2. Scheduling With/Without RFMSS

Range, billeting, and training area requests, for units with Range Facility Management Support System (RFMSS) access, will be entered at least 90 days in advance (see Appendix A for RFMSS instructions). Exceptions will be coordinated with the Range Supervisor. For units that do not have RFMSS access, AZ ARNG Form 350-6-R will be submitted to Operations at least 90 days in advance. After approval by AZ Garrison Training Centers, a confirmation will be returned to the requester and, units with RFMSS access must download the Pre-Execution checklist from the RFMSS Library and prepare all required documents for submission and make all arrangements NLT 30 days prior to arrival IAW the checklist. The garrison commander reserves the right to cancel any units training if requirements are not met.

3. Cancellation

All units, and agencies, will notify AZ Garrison Training Centers of all cancellations in writing NLT 30 days prior to training to permit rescheduling.

4. Post Rules and Regulations

Commanders are responsible for ensuring that their soldiers conform to all post rules and regulations including the following:

- A. No smoking with-in 50 feet of any installation building, military vehicle, or in the limited area. Smoking is permitted only in designated areas
- B. Alcoholic beverages are not permitted inside of any of the TS billets and training facilities. Coordination by the Unit Commander with the Garrison Commander for special functions will be in memorandum format forwarded to the Operations NCO, no later than 30 days prior to arrival.
- C. No furniture is to be moved or rearranged without Training Site Manager (TSM) Approval.
- D. Vehicles are to be parked only in designated parking areas.
- E. All Military personnel driving military vehicles on post will wear Kevlar helmet while operating tactical military vehicles.
- F. Unit members are not permitted to attempt any repairs on any Training Site property. All deficiencies will be reported to TSM during check in, at the earliest convenience, or at facility check out.
- G. No littering or graffiti. Police up your areas to include cigarette butts.
- H. No maps, boards, or other wall hangings, to include the use of tape without consent from the TSM.
- I. Smoke detectors will not be disconnected. Alarms will be reported to the TSM or range control, Channel #1 on the radio.
- J. Fire extinguishers are not to be removed from any buildings.

- K. All personal weapons will be declared upon arrival at the training site. Personal weapons may be authorized only after approval from the Training Site Manager is granted.
- L. All accidents and incidents will be reported according to procedures detailed in the following sections.

SECTION 4 – LOGISTICS POLICIES

1. Training Aids Devices Simulators and Simulations (TADSS)

- A. All requested training aids will be coordinated through the RFMSS request system.
- B. Units must have a trained representative check out the training aids NLT 1200 the day prior to conducting the exercise in order to allow adequate time for proper check out of the equipment.
- C. For training aids requiring certification training, unit operator must have received training prior to checking out equipment and be registered in RFMSS. Classes conducted at Ft. Huachuca are considered valid, but operators must possess training certification documents prior to issue.
- D. Training classes for the TADSS will be coordinated and conducted by training site staff.
- E. Unit must turn in trainings aids and clear hand receipts prior to departure from the training site. **Failure to follow this policy will result in loss of privileges.**

2. Chemical Toilets Policy

It's the responsibility of the user to contract (IMPAC Card) with the vendor for cost, location and times of contract. Unit should meet vendor onsite to be sure of desired location at training area. Range Control will not contract, place, or coordinate with vendor for chemical toilet issues. Range Control will only open gates for vendor access to training areas.

3. Cleaning Supplies

Units will be provided basic cleaning supplies for keeping facilities clean during normal IDT periods. Any additional requirements must be accommodated by the using unit for extended training periods.

SECTION 5 – BILLETING

1. Scheduling

Unit will utilize RFMSS for scheduling billets. Unit will need to reserve billets 90 days prior to the training period. Requests placed within 90 days are subject to availability. Unit will submit an alpha roster NLT 30 days prior to the training period to ensure accurate accountability and availability for other units.

2. Check-in Procedures

Each unit will sign for and accept responsibility for the buildings and rooms that are assigned. The unit NCOIC for billeting will sign for all Open Bay keys, linen, equipment, and supplies to be used by the unit. Individual and double bedded rooms will be issued only after the unit identifies the name, rank and gender of Soldiers that will be occupying those rooms (double-bedded rooms are reserved for Senior NCOs and Company grade officers, single-bed rooms are reserved for field grade officers). Open bays (40 beds) will be issued only after the person in charge of the bay has been identified by grade and name. Advance party personnel must arrive no later than 1300 hours on the day the billets are required unless prior arrangements are made with the billeting NCO.

3. Billeting Policies

- A. Pre-inspections of assigned billets by the advance party are encouraged. Missing or damaged items should be brought to the attention of the billeting NCO. Items that are reported damaged or missing more than 24 hours after the billets have been assigned will be evaluated on an

individual basis to determine responsibility. Items/facilities that are found dirty upon check-in should also be noted to provide feedback on the thoroughness of previous inspections.

- B. The appropriate collection procedures will be initiated for any lost, damaged, or destroyed equipment. Lost keys will result in a charge per key.
 - C. Units are requested to advise the billeting NCO of any maintenance issues as soon as possible. Emergency requests after duty hours should be reported to range control.
 - D. Units will coordinate with billeting NCO to draw linen, vacuums, buffers, and other requested equipment. Expendable cleaning supplies (detergent, window cleaner, floor wax, paper products and plastic bags) need to be brought by the using unit. Linen is available on a limited basis. Call billeting NCO for specific availability.
4. Clearing Procedures
- A. Commanders are responsible for completing the Post Clearing Checklist which is posted in each building and ensuring that their areas are prepared for the clearing inspection (See Appendix N). All basic cleaning equipment (Vacuums, Mops, Mop buckets, Sponges, etc.) are stored in the janitor closets in each building.
 - B. Units on extended training are required to furnish their own janitorial items (cleansers, glass cleaner, detergent, paper towels, toilet paper, etc.). If the unit is unable to supply their own janitorial items, there are local vendors with short distance of all training site
 - C. The unit billeting NCOIC will collect all keys prior to the clearing inspection as unit personnel will not be allowed back into the billets after clearing.
 - D. Units will be prepared to clear billets no later than 1200 hours unless prior arrangements are made with the billeting NCO. Due to the limited number of staff, it is recommended that units having more than 200 personnel coordinate with the billeting NCO to stagger clearing times.
 - E. Allow 30 minutes per hundred soldiers for inspection/clearing procedures.

SECTION 6 – Ranges & Training Areas

1. ADVON Live Fire Policy

Units scheduled to use live fire training ranges will report to Range Control Operations no later than 1200 hours on the day prior to the use of any ranges. Range Control Operations will provide a briefing to the unit senior leadership concerning the areas to be used, advising the fire danger, and briefing any possible restrictions or changes. The Range Control office hours are 0700 -1530 M-F. Other times may be possible with prior arrangements through the Range Control Office.

2. Unit Range Procedures

- A. Check-In will be conducted by either the RSO/OIC/NCOIC as long as training certification is complete and on record in RFMSS. Range Control will accompany unit to the range for range walk-through and identify and damages or issues at that time.
- B. Live Fire Responsibilities
 - 1) OIC/NCOIC will be in charge of all range operations on assigned range.
 - 2) OIC/NCOIC will monitor range radio for communications from Range Control for the duration of the exercise.
 - 3) RSO will issue safety brief to unit upon arrival on the range.
 - 4) RSO will control all firing to include briefing all participants as to commands and range control procedures that will be used during firing. A copy of this regulation and appropriate field manuals will be in their possession during the conduct of firing. They will remain on the range at all times while live fire is in progress.

- 5) RSO will ensure that red range flags and road blocks are in place prior to start of live fire.
- 6) RSO will coordinate with Range Control to receive hot and cold times on assigned range.
- 7) RSO will ensure that prior to firing, all personnel are instructed on specific safety regulations pertaining to the range in use.
- 8) RSO will ensure that left and right safety boundaries are observed.
- 9) RSO will ensure that personnel fire only on the targets in their assigned lanes or on the numbered targets corresponding to their assigned firing points. In the event of rounds being carelessly fired outside the safety boundaries, an immediate cease fire will take place and the shooter(s) will be removed from the firing point.
- 10) RSO will ensure that all weapons are visually cleared by safety personnel whenever firing is completed.
- 11) OIC/NCOIC will be responsible for ensuring all brass, ammunition, and/or components are turned-in to the issue point, prior to any personnel departing the range. The NCOIC will search all individuals for brass, ammunition or components.
- 12) After receipt of cold time, NCOIC will have all closed gates opened and lower / stow all range flags.

C. Non-Live Fire Responsibilities

- 1) OIC/NCOIC will be in charge of all range operations on assigned range.
- 2) OIC/NCOIC will monitor range radio for communications from Range Control for the duration of the exercise.
- 3) OIC/NCOIC will issue safety brief to unit upon arrival on the range.

3. Training Site responsibilities include:

- A. Check-in / Check-out of units using training areas and ranges.
- B. Maintain Sign in roster and track number of personnel and vehicles at fire desk.
- C. Inspect ranges and training areas for cleanliness, environmental damage, and general range conditions.
- D. Periodically check to ensure that units are using the proper ranges and adhering to safety guidelines.
- E. Assist the unit commander or representative in securing the proper combinations and keys to their training areas and ranges.
- F. Keep units informed about any fire hazards, and weather conditions that may impact training.
- G. Coordinate with unit ADVON to fill unit training aid requests

4. Check-Out Procedures

- A. Unit will call Range Control on the radio to inform range staff of their intent to clear the range. Unit will not leave until range has been cleared by range control.
- B. Range Control will come to the range and inspect items on checklist and clear unit.
- C. Any damages identified must be reconciled prior to site departure. Failure to comply with this policy will result in loss of priveledges.
- D. Only after clearance has been granted, can the unit leave the range and turn in all hand receipted items back in at range control.

5. Restrictions

- A. Ranges are restricted certain calibers and weapons, check with range control for restricted weapons and calibers. During periods of extreme drought, tracer ammo might be prohibited and general range operations suspended.
- B. Possession and/or use of narcotics, alcohol, or prescribed/nonprescribed stimulants and depressants are expressly prohibited.

- C. No weapons will be loaded except on the firing line or at firing points.
- D. Firing will not be conducted until all prescribed gates, barricades and red flags have been posted and the OIC has ensured there are no personnel downrange.
- E. Running is not permitted on the ranges.
- F. Smoking is not permitted on the firing line or near ammunition. Smoking is permitted in designated areas only.
- G. Access to the surface danger areas is carefully controlled and scheduled to provide maximum training utilization and to minimize unsafe conditions. Access to the surface danger area is strictly prohibited while the range is in use.

SECTION 7 – MEDICAL SUPPORT COORDINATION PROCEDURES

- 1. Training Sites have limited medical facilities available. It is the unit's requirement to coordinate their own medical support for basic aid.
- 2. All medical emergencies will be reported to Range Control.
- 3. Range Control will be contacted to assist in all Air Medivac coordination.

SECTION 8 – SECURITY

- 1. General
 - A. Security is the responsibility of the using unit to know and abide by. The Commander is the primary POC the training site will use to enforce and inform units of issues with the post policies.
- 2. Incident Classification and Reporting
 - A. Motor vehicle accidents. All motor vehicle accidents involving Military or Civilian vehicles on Post. Any Off Post accident, with any vehicle Military and/or Civilian vehicles if there is injury of a "Service Member" (SM). Vehicles that are involved in accidents On Post will not be moved (unless directed by a Security Division representative) until an accident investigation has been completed and/or the investigating Security Officer has released the operator.
 - B. Missing property or suspected theft. If there is property missing or theft of property is suspected. (Please restrict personnel from entering the area where the property is missing.) If the items missing are personal items, insure the owner is present upon arrival of Security Personnel.
 - C. Damage to property other than Motor Vehicles. Any time there is damage to property, secure the area and report the incident. This includes damage to equipment, building damage, etc. Building damage in excess of \$500 requires a report of survey. (This will be coordinated with logistics).
 - D. Personal injury accidents. Fire Department and Security personnel will be notified immediately any time there is an accident or incident involving injury to any person. Fire Department instructions on the safe handling of any injured person prior to emergency response team arrival will be strictly adhered to. Failure to comply could cause more extensive injury to the person.
 - E. Driving Under the Influence (DUI). The term DUI applies to those persons driving under the influence of alcohol, drugs, medications (whether prescribed or over the counter), or any other substance which will impair the ability to act or respond reasonably. Any unit member who suspects DUI in a co-worker will be responsible for reporting it to the appropriate

person in his chain-of-command and the Training sites Security Division personnel for investigation.

- F. Unspecified incidents. If unit personnel are not sure if an incident requires notification to security, report it anyway. Determination if response is required will be made by the on duty security shift supervisor.
3. Involved Parties: Unit representatives will insure that all personnel involved in any situation requiring Security response are present for interview, the investigation and completion of the necessary paperwork (this includes any witnesses or potential witnesses).
4. Chain-of-Command Notification: It is the responsibility of the Unit Staff Duty Officer (SDO) / Staff Duty Non-commissioned Officer (SDNCO) or Charge of Quarters (CQ) to notify their unit chain of command of the above situations. Training sites Security personnel will notify the appropriate Training sites Command Personnel in their Chain of Command.
5. Law Enforcement/Traffic Violations. Traffic and Criminal violations will be enforced on Training sites. Most traffic violations will be dealt with through the issuance of a Military Police Discrepancy Report (MPDR). Both the Civilian and Military authorities are very rigid in the enforcement of DUI laws. MP/Security personnel detaining persons for DUI or Criminal violations will refer the prosecution to the local civilian authorities. Civilian authorities, who arrest SM's for any reason, retain custody rather than transporting them to the Training sites Security Office. Violators can expect to stay in civilian custody until their release upon the posting of the required bail bond. If an SM is to be released to a responsible party, the SM's unit will be contacted and the Unit will be responsible for the designation of a responsible party. If security personnel are notified of SM being in custody for any reason, they will notify the SM's units Commander or CQ.
6. Privately Owned Vehicles (POV'S). The owner will furnish proof of current registration, insurance, and a valid state operator's license upon request. Commanders are requested to keep the number of POV's to a minimum. No POV's will be authorized into the Limited Area. All POV's must park in authorized parking areas.
7. Keys. Units requiring keys or combinations to training area gates will fill out a DA 2062 at Range Control. DA 2062 will include the following:
 - a. Name
 - b. Rank
 - c. Unit
 - d. Contact Number of Range NCOIC
8. Igloo Storage Area Operations. Visiting units operating inside the igloo storage areas will coordinate with Director, Ammunition Operations for training on access and control procedures. This instruction will include training on access and securing of igloos equipped with IDS alarms.
9. Weapons. Units expecting to bring weapons onto Training Sites will insure that they are familiar with NGR 190-11 and AR 190-11. The unit will coordinate with the Installation Commander and the Security Office. The unit is responsible for the security and storage of assigned weapons.
10. Speed Limits. Assigned vehicle operators will obey all posted speed limits while on training sites. Operators will ensure vehicles are operated in a safe manner and will not exceed the posted limit or reasonable and prudent limits imposed by road and weather conditions or weight restrictions. Speed limits for Training sites are as follows:
 - a. Hard surface: 25mph
 - b. Unimproved Road Surfaces: 25mph
 - c. When Passing Troops: 10mph (on hard or unimproved surfaces).
11. Licensing. All operators will be properly licensed on the equipment they are operating and will present their license upon request. Drivers will possess a valid state as well as valid military license and they will be carried on their person at all times while operating a vehicle. Individuals who

cannot provide adequate proof of license will be directed to shut down and cease operating the vehicle immediately.

12. Notifications of Violations. Any SM stopped for a traffic violation will have his Unit and/or Chain of Command notified of the violation and the location of the vehicle and equipment. Personnel violating installation traffic regulations may be cited on DD Form 1408. Violations will be forwarded thru training site chain of command.
13. Seat Belts/Tailgates. Seat belts will be worn at all times while operating or riding as a passenger in a moving vehicle. Personnel riding in the back of a vehicle will be instructed by the driver to sit on the bed of the vehicle. Benches will be utilized if vehicle is so equipped. Tailgates will be in place at all times that a vehicle is in active operation. Violations of this policy will result in the operator being cited for unsafe operation of a vehicle.
14. Tactical Vehicle Operations. All personnel driving in tactical vehicles on Post will have their Kevlar Helmets on at all times when operating a military vehicle. All Tactical vehicle movement will be restricted to designated road surfaces and trails only.
15. Compliance. Unit Commanders or their designated representatives are required to ensure their personnel are aware of and ensure compliance with the information presented in the installation welcome packet.

SECTION 9 – ENVIRONMENTAL PROTECTION

1. General. Training sites are a habitat for all forms of wildlife. Please stay away from all wildlife. Some venomous snakes and spiders can be found throughout training site. The Western diamondback rattlesnake, brown recluse and black widow spiders can be found here. Do not attempt to handle these dangerous creatures. When bitten, these creatures can cause life threatening complications. AZ Training Sites promote good environmental standards. We place a big emphasis on Environmental Management Systems (EMS) and adhere to the Range Training Land Management Program (RTLMP). It's everyone's responsibility to be good stewards of our training lands. By being good stewards of our lands, we insure that future generations can enjoy the unique environment we have. Always be aware of the environmental impacts that all training may cause. For more information you may contact range control.
 - A. All units must follow proper fueling procedures, to include the use drip pans and other precautions, to limit fuel spills in the training area.
 - B. All spills will be handled IAW the Training Site Spill Plan and the unit must complete a Spill Report (AZ ARNG Form 200-8).
 - C. Archaeological items discovered while training must be reported to Range Control who will then notify the Natural Resource Manager.
 - D. Animal habitats located on the installation will not be disturbed. Hunting and fishing are prohibited when it conflicts with training.
 - E. No live bushes, trees, or permanent growth will be cut, mutilated, or used for camouflage purposes. Grass, leaves, pine needles, dead wood, and temporary growth may be used for training purposes.
 - F. Slit trenches, cat holes, or other field expedient type of latrines are prohibited. Port-johns and dumpsters may not be moved without approval from the TSM. Units will be charged for unauthorized movement of porta-johns or dumpsters. Commanders will be accountable for any damages.
 - G. Trash generated by the unit must be bagged and hauled out by the unit. No trash will be buried.
 - H. The use of pesticides and herbicides is prohibited.

- I. Permanent construction on ranges, including roads, tent pads, etc., is strictly prohibited. Unit modifications will be removed before clearing ranges. Training areas and ranges must be kept clean. If road blocks are used during training, they must be dismantled and returned to their natural state. Expended training ammunition brass and pyrotechnic devices must be recovered. All fighting positions, & trenches will be filled at the completion of training. Excavations more than thirty-six inches deep must have prior approval from the TSM. Commanders are responsible for the policing of all ranges and training areas used.
- J. Off-road short cuts are prohibited. ATVs and motorcycles are permitted for official use only.

SECTION 10 – ARMS AMMUNITION AND EXPLOSIVES (AA&E)

1. General. Units training with AA&E on Training sites must read and follow all applicable AR's, TM's, SOP's, and Training sites Regulations. Proper safety precautions must be taken to prevent accidents and injuries.
 - A. A request for AA&E should be used using RFMSS. All ammunition storage will be IAW TM 9-1300-206 and the Training sites Storage Site Plan. **A copy of the DA Form 581, DA 5515 will be given or faxed to Training sites Operations 30 days. DA5515 will be in hand upon arrival.**
 - B. Only authorized AA&E will be used for training on Training sites. A list of all ammunition/explosives to be used on Training sites, to include NSN and lot numbers, must be provided to the Range Control 10 days prior.
 - C. Units must collect all residue and non-expended ammunition for return to the issuing agency. Non-expended ammunition will not be left on Training sites without the written permission of the Garrison Commander, Training sites.
 - D. All accidents/incidents involving ammunition or explosives, regardless of how minor, will be reported to the Range Control with an ammunition malfunction report. DA Form 4379
2. References for Section 10 Arms, Ammunition, and Explosives(AA&E).
 - A. DA PAM 385-64, Ammunition and Explosives Safety Standards.
 - B. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).
 - C. DA PAM 710-2-1, Using Unit Supply System.
3. Transport, Handling, & Storage of AA&E
 - A. All military drivers and civilian employee vehicle drivers transporting AA&E onto, within and departing Training sites, will be properly trained, qualified, and licensed to transport AA&E. Drivers must be hazardous materials (HAZMAT) trained and certified. Drivers must possess:
 - (1) Military personnel:
 - a. Valid military driver license, OF 346.
 - b. Valid civilian driver license.
 - c. Card or other documentation signed and dated by a certified HAZMAT instructor that the driver is trained and certified to transport HAZMAT.
 - (2). Civilian employees:
 - a. Valid Commercial Driver License (CDL) with HAZMAT endorsement for explosives.
 - b. Valid military driver license, OF 346.
 - B. Units will ensure drivers are properly licensed and AA&E vehicles meet DD Form 626, Motor Vehicle Inspection requirements.
 - C. Units transporting AA&E to Training sites will coordinate with the Training Site Range Control Office seven (7) working days in advance to arrange for AA&E storage unless

AA&E will be kept with unit in field bivouac or will be stored in arms vault. Prior to arrival, units will provide a copy of DA Form 581 and DA Form 5515, Request for Issue and Turn-in of Ammunition, (or equivalent Service form as appropriate), showing DODIC, NSN, lot number and quantity of AA&E being brought to Training sites. The Training sites QA office will review the DA Form 581, and DA Form 5515 prior to use of AA&E.

- D. Upon arrival at Training sites, AA&E loaded vehicles will proceed to the designated AA&E vehicle parking area for vehicle inspection. The driver notify the Range Control Office of arrival. **At no time will AA&E be transported into the Training sites administrative area of the post for any reason except when authorized AA&E will be stored in arms vaults.** The admin area is defined as any area of the installation outside the ASA or buffer zone.
- E. QA Inspector will perform DD Form 626 inspection of vehicle and driver prior to allowing the AA&E vehicle to proceed. Vehicles or drivers that fail DD Form 626 inspection will result in the vehicle not being allowed to move until the vehicle or driver discrepancies are corrected.
- F. Upon passing inspection, the QA Inspector will provide the driver a copy of the DD Form 626 which will be kept with the vehicle when transporting AA&E. Vehicles transporting AA&E on Training sites are subject to spot inspection at anytime and anywhere on Training sites by QA Inspectors.
- G. After inspection and release by the Inspector, vehicle may proceed into the Ammunition Storage Area (ASA) to the designated AA&E storage magazine. AA&E vehicles may also proceed directly to the Buffer Zone if AA&E will be kept in the field with the unit during training or bivouac. Units will take appropriate required measures for safety and securing the AA&E during bivouac.
- H. When AA&E is not otherwise in use or being transported to/from training, AA&E will be stored either in a magazine in the ASA, properly secured in a vehicle and parked at the Vehicle Holding Yard, stored in an arms vault, or under positive control with a unit bivouaced in the Buffer Zone.
- I. After completion of training or mission, and unit has remaining AA&E to be transported back to home station, the vehicle and driver must receive a DD Form 626 inspection by Training sites QA office prior to transporting the AA&E off-post. Vehicles/drivers failing the inspection will result in the vehicle/driver being rejected until discrepancies are corrected.
- J. The following general requirements are provided, however, it is not all inclusive and does not provide relief from compliance with all AA&E military and Department of Transportation (DOT) requirements.
 - (1) AA&E drivers be qualified, licensed and HAZMAT trained and certified.
 - (2) AA&E transport vehicles must meet serviceability requirements of DD Form 626 prior to loading and transporting AA&E.
 - (3) Vehicles transporting AA&E must be equipped with two(2) serviceable fire extinguishers with a rating of 10-BC or more.
 - (4) Vehicle cargo space must be clean and provide adequate protection for the AA&E. AA&E will be protected from the elements as necessary and tarped when transported on public roads, i.e. off-post.
 - (5) Compatibility of AA&E loaded on vehicles will be complied with. AA&E will not be transported with non-AA&E hazardous materials.
 - (6) AA&E loaded on vehicles will be properly blocked and braced, or secured with suitable tie-down straps to prevent movement.

(7) Vehicles (and trailers) transporting AA&E will be placarded on all four sides (front, rear and both sides) with the appropriate DOT placards.

(8) Carrying of passengers in vehicles transporting AA&E is prohibited except as authorized by DA PAM 385-64, paragraph 7-11.

4. Residue Policy

A. Commanders must ensure that all ammunition, to include brass and ammunition components, boxes, and shipping pallets are removed from the range upon completion of firing. Brass and ammunition components will be inspected and returned to the packing containers for turn-in. Under no circumstances will ammunition or any parts be disposed of at trash dumps or any unauthorized area.

SECTION 11- SAFETY

1. General: AZ Training Sites are located in both high altitude and desert environments and units must be aware of the rapidly changing conditions.

2. Inclement Weather

A. Weather and temperature conditions can change rapidly. Temperature differences can be extreme between day and night. Soldiers should plan on bringing field jackets and other cold weather gear even during the summer months. The overnight lows can reach the upper 30's and lower 40's in mid-summer depending on location of training site.

B. Hazardous road conditions can be encountered at any time. Ensure soldiers follow proper driving precautions and carry appropriate gear.

C. Dehydration can occur during both cold and hot weather. Remind soldiers to drink water while training. This is especially important during the winter when soldiers are less apt to consider dehydration as a problem.

D. Sunburns can occur very rapidly. Soldiers should have sunscreen and chap stick available during their training.

E. Severe thunderstorms are frequent during the monsoon season, typically July through September.

F. The monsoon season in Arizona generates considerable lightning activity. Unit leaders must take precautions to keep soldiers safe while training in a field environment. Ensure that all field electrical equipment is properly grounded to protect both the operator and the equipment. Train soldiers in correct emergency first-aid procedures and CPR. Soldiers struck by lightning must receive immediate first-aid. The following precautions should be taken if a thunder or electrical storm develops:

(1) Seek shelter inside a building, enclosed vehicle, tunnel, cave, canyon, etc. If caught in the open, seek shelter in a low-lying ditch or other low area.

(2) Avoid hilltops and ridges, top of buildings, athletic fields or other open areas, parking lots, ponds or lakes, wire fences, and overhead wires. Avoid isolated trees, open-top vehicles, and railroad tracks.

(3) Avoid the use of telephones, field phones, electrical equipment, switchboards, radios, etc. Turn off equipment which might be damaged by a power surge or power failure.

3. Personal Protective Equipment (PPE) Policy

A. Personnel working in a hazardous environment are required to wear the proper personal protective equipment (PPE) IAW Code of Federal Regulation 29 Parts 1900 to 1910.

- B. Visitors to any work site must stay clear of the operation or wear the required safety equipment.
 - C. Eye and ear protection are required at a minimum on a live fire range. Other items of PPE are at the commander's discretion.
4. LOD Procedures
- A. Line of Duty injury reports (LOD's) are the responsibility of the unit. Make sure the unit's name and address are on the forms.
 - B. Unit must submit a report to range control for any injuries on the training areas or ranges. The information will be used to assess potential safety hazards on Training sites.
5. UXO Procedures
- A. Units will establish required standoff from UXO once found and clear the range in the safest manner possible.
 - B. Units will then call Range Control and establish a line of communication for isolation and securing the area.
 - C. Units will mark the area if possible around the UXO with highly visible and obvious materials.
 - D. The unit will not abandon the area unless cleared or instructed by Range Control. This ensures Range Control will be able to locate the UXO when they arrive with the units assistance.
6. Fires
- A. Range Control will monitor the fire index and advise units as conditions change.
 - B. Range Control will advise units to discontinue use of fire/flame producing devises (which include but are not limited to ammo, pyro, simulators, flares, open fires, charcoal or other like items).
 - C. In case of a fire, units will, contact first responders and, within the limits of their abilities, try to extinguish the fire and will depart the area once:
 - (1) they cannot control the fire
 - (2) it becomes too dangerous to continue their efforts
 - (3) fire fighting assets arrive

SECTION 12 - RECREATIONAL OPPORTUNITIES

1. Using Personal Weapons on the range is authorized with pre-coordinated scheduling and proper range safety certifications by all military personnel. Soldiers must have on hand required PPE as directed by the operations NCO of the site. Soldier must report in at range control and follow all normal range procedures as the unit would.
2. Soldiers are authorized to bring immediate family to participate in recreational activities including range firing free of cost.
3. All Ranks club is available at CN with prior coordination with the Operations NCO.
4. Hunting, Fishing, and Camping are available. Contact the Operations NCO at each site for specific details.
5. Contact CN billeting NCO for further MWR opportunities.

SECTION 13 – FINANCIAL

1. Damage to Training areas/Ranges

- A. Unit commanders or designated representative will receive an itemization of charges incurred, for your concurrence, prior to charges being submitted against the IMPAC Card or MIPR.
- B. Units will only be charged for damages beyond normal wear and tear.
- C. In order to minimize discrepancies units should ensure a proper handoff from range control is conducted prior to taking possession of the range/training area. This will ensure the unit is not responsible for any damages existing prior to usage.

SECTION 14 – RISK ASSESSMENTS

1. Risk Assessments are due to Range Control NLT 30 days prior to training.
2. Risk Assessments will include fire as a hazard and will have an initial risk level of HIGH. Since fire is always a possibility, the residual risk level will be no lower than MODERATE.
3. Risk Assessments must be signed at the appropriate level and will be returned by Range Control if the assessment is not signed in accordance with the following:
 - A. LOW – Company Commander or designee or higher.
 - B. MODERATE – O5 Commander or higher
 - C. HIGH – O6 Commander or higher
 - D. EXTREMELY HIGH – General Officer
4. Any risk assessment that is weak or does not cover required hazards, will be returned by Range Control for correction.

GLOSSARY

Bivouacking- Overnight operations by a military unit in fulfillment of a military operation or exercise within a specified area to include but not limited to construction of shelters for the purpose of sleeping.

Buffer Zone- The buffer zone is the area that surrounds the explosive storage area, training and firing ranges are located in this area. Access to the buffer zone is through Gate 6 (west entrance) and Gate 21 (east entrance). These gates must remain locked or have unit gate guards on duty to control access. Combinations for these locks can be obtained from Security, Bldg . 8

Camping- Overnight occupation by person/s other than those on military orders within a specified area to include but not limited to construction or placement of shelters or prefabricated shelters (campers, mobile homes, etc.) for the purpose of sleeping.

Explosive Storage Area- The area of the installation known as the 'limited area' or 'downrange'. Access into this area requires an access badge from Security and a 'need' to be in the area. All vehicles must have a 5-pound ABC fire extinguisher to enter this area. This area can be used for training purposes by coordinating through the Quality Assurance Specialist, Ammunition Surveillance (QASAS) Office and gaining approval of the Garrison Commander, Training sites.

Firing Range- The firing range is used for qualification/familiarization of soldiers on individual weapons.

Officer in Charge (OIC)- The officer designated by the using unit Commander as the OIC of a specific range or training area for the conduct of firing or other training. The OIC is responsible for the overall operation of the range before, during and after live firing. The OIC may be a Commissioned, Warrant, Senior Noncommissioned Officer (SFC to CSM), or qualified civilian. The OIC must be knowledgeable of the range safety and technical requirements of the weapons systems being fired and must possess a current range safety course logged in RFMSS and renewed annually.

Perimeter Road- Refer to individual installation welcome packet for road restrictions.

Range Control Officer- Training sites' representative appointed by the Garrison Commander who is assigned overall responsibility for ranges at Training sites (OIC, Training sites)

Range Safety Officer- Range Safety Officer (RSO). The Officer/NCO designated by the using organization or unit to be responsible for overall coordination requirements, supervision of range guards, range safety clean-up, and inspection of ranges or training areas. The RSO may be a Commissioned Officer, Warrant Officer, or Noncommissioned Officer (SGT to CSM), or qualified civilian, with the same knowledge as the OIC, and cannot serve in any other role, and must have attended an annual range safety course.

Surface danger area (SDZ)- The ground and airspace designated within the training complex for vertical and lateral containment of projectiles, fragments, debris and components resulting from the firing, launching, or detonation of weapon systems to include ammunition, explosives, and demolition explosives.

Training Area- Any area where only training ammunition may be used (blank ammunition, simulators, smoke, CS, etc.)

REFERENCES

- A. AR 385-63, Range Safety
- B. AR 385-64, Ammunition and Explosive Safety Standards.
- C. FM 3-23.9, Rifle Marksmanship M16A1, M16A2/3, M16A4 and M4 Carbine
- D. FM 23-12, Technique of fire of the rifle squad and tactical application.
- E. FM 3-23.35, Combat Training With Pistols, M9 and M11
- F. AZ ARNG Pam 350-6, Range Regulation.
- G. NGB Pam 350-7, Unit Marksmanship

APPENDIX A: Range Scheduling

1. Range Facility Management Support System (RFMSS):

a. RFMSS is a web-based tool to schedule ranges, training areas and facilities within the Arizona National Guard.

b. RFMSS can be accessed using the following steps:

(1) Go to <https://ngazb9-0ba-01.az.ng.ds.army.mil/arizona/pages/login.aspx> for AZ ARNG network computers or <https://rfmssbackup.belvoir.army.mil/arizona/pages/login.aspx> for non-network computers.

(2) To request a new account: click the Request New Account link below the Login button, then fill out the required information (be sure to select Unit Customer). Passwords must contain 15 characters with a minimum of 2 special characters, 2 upper case letters, 2 lower case letters and 2 numbers.

c. Requests will be generated using the Request Form in the RFMSS program. Once requests are processed, the unit will be contacted via e-mail with a response to their request.

d. RFMSS classes will be offered once per quarter. Special classes will be scheduled when needed, as determined by the RFMSS Manager. Contact trainingsite@az.ngb.army.mil to sign-up for a class.

2. AZ ARNG Form 350-6-1 (Range Request Form):

a. Range Request Forms are broken down by training sites and include Florence Training Center, Camp Navajo Training Center, Papago Park Military Reservation and Other Training Areas.

b. Request Forms can be accessed at <http://states.ng.mil/sites/AZ/HQARNG/TSC/default.aspx> .

c. Request Forms will be filled out completely and e-mailed to the address on the form. Once requests are processed, the unit will be contacted via e-mail with a response to their request.

APPENDIX B: Lightning Detection System (Sky Scan)

1. The Sky Scan has the ability to detect the presence of lightning/thunderstorm activity occurring within 40 miles of your location. The distances are indicated in four ranges: 0 – 3 miles; 3 – 8 miles; 8 – 20 miles; and 20 – 40 miles. All units can sign out a Sky Scan from the TRAINING SITES,
2. *VERY IMPORTANT. Because the average strike of lightning is 6 miles long and because thunderstorms can move at speeds of up to 25 mph or more, you are in immediate danger any time there is detected lightning activity within 8 – 10 miles of your location.*
3. OPERATION. The SkyScan is designed to operate in the vertical position.
 - a. Range Select allows you to choose the distance at which the detected lightning strokes will trigger the Audible Warning Tone. It is recommended you use the Audible Warning Tone at maximum range whenever possible.
 - (1). to activate the Range Select function, press the switch repeatedly until the desired range category indicator is on. Do not touch the switch for a period of 3 seconds, and this range will be entered into the SkyScan. To change the selected range, repeat the process.
 - (2). each time SkyScan detects a lightning strike; it emits an audible warning tone and lights the Range Indicator column. The full column stays lit for approximately 3 seconds. The single indicator corresponding to the range of detected stroke will then blink for approximately 25 seconds.
 - b. Tone Switch. The Audible Warning tone sounds for approximately 1 second each time the SkyScan detects a lightning stroke. The Audible Warning Tone can be turned on or off by pressing the Tone Switch. When the Tone indicator is blinking, the tone is operational.

FACTS ABOUT LIGHTNING

1. An understanding of and knowledge about lightning will aid personnel in taking appropriate safety measures and preventing lightning related injuries, deaths and damage to property.
2. The following information should be kept in mind during times of thunderstorm and lightning activity or when the potential exists, particularly when working with or around ammunition and explosives.
 - a. Average lightning strike is 6 miles long.
 - b. Average thunderstorm is 6-10 miles wide
 - c. Average thunderstorm travels at a rate of 25 miles per hour.
 - d. Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the overhanging anvil cloud. Because of this, many lightning deaths and injuries occur with clear skies directly over head.
 - e. Approximately 100,000 thunderstorms occur in the United States each year. About 10 percent of all thunderstorms are severe enough to produce high winds, flash floods, and tornadoes.
 - f. Thunderstorms cause an average of 200 deaths and 700 injuries in the United States alone each year, most of which could be prevented by using warning systems and common sense.
 - g. The Mogollon Rim of Arizona has one of the highest numbers of lightning strikes per year anywhere in the United States, especially in July and August.
3. You can use the Flash/Bang 5-second rule to determine how far away a lightning strike is. When you see the flash, start counting (one-one thousand, two-one thousand, etc.) until you hear the sound or bang of the strike. A five-second count equates to about one mile away, 10 seconds is two miles, etc. If the count is less than 50 seconds (10 miles), take immediate shelter.